

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.814
	STATE OF HAWAII	8.815
.		8.816
		8.817

Minimum Qualification Specifications
for the Classes:

HARBOR ENFORCEMENT OFFICER I, II, III & IV

Prerequisite Knowledge and Abilities Required:

Knowledge of:

LEVEL II & III: Federal and state laws, rules and regulations pertinent to law enforcement, protective and security services; law enforcement principles, practices, procedures, methods, and techniques relative to search, seizure, arrest and the gathering and presuming of evidence, etc.; methods and procedures involved in the operation of protection systems and equipment; use of firearms, mace, handcuffs, and other related equipment; court processes and procedures; and effective report writing techniques.

LEVEL IV: In addition to the knowledge required at the lower levels, positions at this level must have knowledge of principles and practices of supervision.

Ability to:

LEVEL I: Read, understand and apply laws, rules, regulations, techniques, methods and procedures used in performing the duties of a Harbor Enforcement Officer; analyze situations accurately and take appropriate action; follow oral and written instructions; prepare clear and concise reports of activities; and deal tactfully and effectively with the general public.

LEVELS II & III: In addition to the abilities required at the lower level, exercise courtesy, diplomacy and firmness in enforcing regulations, maintaining order, questioning individuals, quelling group disturbances and in other personal contacts; use judgment and initiative in meeting new and unexpected problems; analyze situations rapidly and take appropriate action in emergencies; use firearms and other equipment; and prepare clear and concise reports of investigations and activities.

LEVELS III and IV: In addition to the abilities required at the lower levels, positions at this level must be able to assign, train, supervise and evaluate the work of a group of Harbor Enforcement Officers; supervise law enforcement, protective, and security services and activities; issue oral and written

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instructions; and interpret and extend guidelines in meeting situations for which guides are not directly applicable.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	General Exp (Yrs)	Spclzd Exp (Yrs)	Supvy Exp (Yrs)	Total Exp (Yrs)
Harbor Enforcement Offcr I	2	0	0	2
Harbor Enforcement Offcr II	2	1	0	3
Harbor Enforcement Offcr III	2	2	*	4
Harbor Enforcement Offcr IV	2	2	1	5

General Experience: Work experience which demonstrated the following abilities: (1) read and comprehend complex material, such as rules and regulations; (2) write clear, factual reports; and (3) meet and deal effectively with people. Such experience must demonstrate the ability to read, write, understand and communicate effectively with others in English.

Specialized Experience: Responsible work experience in the enforcement of laws and rules, and in the protection of persons and of property. Such experience must have involved the exercise of all the powers and authority of a police officer, including the power of arrest, and which involved detecting and investigating violations, collecting and reporting facts and evidence pertaining to such violations, and enforcing and promoting compliance. Such experience must also have demonstrated knowledge of and ability to apply statutes and rules, principles, practices, methods, and techniques of law enforcement such as patrol and surveillance, inspection and investigation, arrest and evidence, search and seizure; report writing; court procedures; and the use of firearms.

For the classes Harbor Enforcement Officer III and IV, at least one (1) year of experience must have been comparable in scope and responsibility to the independent worker level Harbor Enforcement Officer II in the State service.

Supervisory Experience: Supervisory work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance, and disciplining them when necessary.

*Supervisory Aptitude: Applicants for the class Harbor Enforcement Officer III must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitution Allowed:

1. Graduation from high school, or equivalent, may be substituted for one (1) year of General Experience.
2. Successful completion of an academic year at an accredited college or university may be substituted for General Experience on a year-for-year basis.
3. Successful completion of an associate degree in police science from an accredited college or university or completion of two academic years from an accredited college or university which included 24 semester credit hours which provided knowledge of law enforcement methods, techniques and practices; laws of seizure, arrest and evidence; use of firearms; methods and practices in the operation of protection systems and equipment; report writing; techniques of arrest; and mob and riot control may be substituted for all of the General Experience and six (6) months of Specialized Experience.
4. Successful completion of police recruit training, or other related law enforcement training, may be substituted for all of the General Experience and one (1) year of the Specialized Experience.

Quality of Experience:

Possession of the required number of years of experience

will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Special Requirements:

Applicants must meet all federal and State requirements applicable to the carrying, use and possession of firearms and ammunition.

License Required:

Applicants must possess a valid license to drive in the State of Hawaii.

Personal Requirements:

Applicants must demonstrate that they possess traits and characteristics required for this work. Among these are alertness, tact, integrity, honesty, good judgment, and ability to deal with employees and the general public.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position for which they are applying. The duties of HEO I, II and III positions

typically require moderate to arduous physical exertion involving walking, standing, running, use of firearms, night work, and exposure to inclement weather. In addition, applicants for all levels (HEO I, II, III & IV) must be able to read without strain printed material the size of typewritten characters, glasses permitted, and hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the new classes HARBOR ENFORCEMENT OFFICER I, II, III & IV.

DATE APPROVED: 2/11/03

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Director of Human Resources Development